



DATE: August 14, 2014

TO: Robert Rodarte, Purchasing Director

FROM: Kate Noble Acting Director, Housing and Community Development Department

RE: Sole Source for Mentorship Program Contract – Inspire Santa Fe

Background:

Workforce Development is one of the key areas of investment for the Economic Development Division (EDD). To this end, a mentorship program was funded after a general Request for Proposals (RFP) for innovative projects was put out in 2008. The resulting contract had the goal of extending the successful mentorship model developed at Monte Del Sol Charter School into other public high schools. When that contract expired in 2011, the workforce development segment of the EDD portfolio was reduced. Since then EDD has considered increasing its workforce development programming. In addition, a number of City Councilors have been requesting action to increase the job training and workforce readiness programs run by the City of Santa Fe. The team from Inspire Santa Fe began work in the Summer of 2014 to look into the possibility of a citywide mentorship program based on the Monte Del Sol (MDS) model. Because of the successful implementation in the community of this model and because of its proven, time-tested effectiveness, EDD sponsored the initial efforts this summer.

Unique Qualifications:

The team behind the Inspire Santa Fe program includes four of the five people in the area who have been trained in the MDS mentorship model. They have unique and in-depth knowledge of the program and the techniques that have made it a successful program over many years. The team came together in 2014 and worked to assess the feasibility of doing a citywide program. Through that process they have secured \$20,000 in financial contributions for a program in the 2014-2015 school year. They also secured more than \$40,000 in in-kind support (including office space) for the program. Under the proposed contract, Inspire Santa Fe will create and supervise no less than fifty (50) mentorships for youth ages 12-20 from six (6) participating schools and/or agencies including the City's Transitional Education Program. This will include all recruiting and training of mentors and reporting on the progress and metrics of the program.

Request and Recommendation:

Staff recommends approval of the sole source request for the professional services agreement with Siete Del Norte for \$35,000 inclusive of applicable gross receipts tax.

☒ Approved ☐ Not Approved

A handwritten signature in black ink, appearing to read "R. Rodarte", is written over a horizontal line.

A handwritten date "8/15/17" in black ink is written above a horizontal line.

Robert Rodarte, Purchasing Officer

Date

SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.

Date: August 8, 2014

Prepared By: Kate Noble

Title: Acting Director, Housing and
Community Development
Department

Vendor Name: Siete Del Norte

Address: PO Box 400

City: Embudo

State: NM

Zip Code: 87531

Description of Good/Service to be Procured: Administration of a citywide mentorship program.

Estimated Cost: \$35,000

Term of Contract: Through June 30, 2015

- 1. Explain why this is the only available source that can be meet the needs of your department.**

The City of Santa Fe's Economic Development Division (EDD) invests in workforce development and included a mentorship program as part of its portfolio for three years from 2008/09 until 2010/11. Since that time, the workforce development component of the portfolio has shrunk and the EDD has considered how to increase that including an RFP in 2012. Recent requests have increased for a mentorship program and coincided with the principles of this group working to establish a citywide program.

2. Explain why this vendor is the only available source from which to obtain this product of service.

☐

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or

☒

Other reason, please explain in full. Attach additional sheets, if necessary.

The mentorship program will use a successful model piloted in Santa Fe through the successful Monte Del Sol Charter School mentorship program. Only five people in the area have been trained in the model. This contract and program has been developed by and includes four of the five people in the area trained in the model. The partnerships with schools upon which the program is designed and depends, were actively developed through work done by the principles of this program in the Summer of 2014.

4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)

An original budget looked to the city for a greater cash contribution, around \$45,000. At the request and urging of city staff this program has raised \$22,000 in cash contributions and will depend heavily on inkind support (budgeted at \$44,000) including donated office space for operations in order to execute .

Approvals:

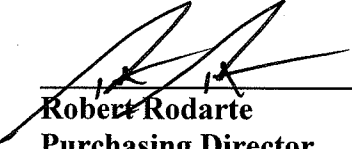
Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.

Robert Rodarte
Purchasing Officer

Date

Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above

referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.



Robert Rodarte
Purchasing Director
City of Santa Fe

01/15/14

Date

Required Attachments:

- *Letter from Contractor, if applicable
- *Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services